

Financial Assistance Review Committee (FARC)
Quarterly Meeting
Glen Allen, Virginia
August 16, 2007
1:00 PM

Members Present:	Members Absent:	Staff:	Staff/Other Guests:
Bob Brown		Gary Brown	Warren Short
Dan Butler		Scott Winston	Chad Blosser
Brad Ferguson		Dennis Molnar	Greg Neiman
Wayne Peer		Henry Bosman	Wanda Street
Stuart Smith		Amanda Davis	Mike Berg
Karen Wagner		Linwood Pulling	Dr. Allen Yee
			Jason Campbell
			Jennie Collins
			Randy Abernathy

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Approval of May 17, 2007 Minutes	The FARC Chair, Mr. Brown opened the meeting and made a motion to approve the minutes from May 17, 2007.	Minutes approved
New FARC Member Introduction	Rusty Hundleys' term expired June 30, 2007 from the FARC, the member appointed by the EMS Advisory Board was Dan Butler who represents the Rappahannock EMS Council region. He is a retired marine and now works as a database administrator for the Army and volunteers with Chancellor Volunteer Fire & Rescue.	No further action required
FARC Orientation Manual	The OEMS Grants Unit developed a FARC orientation manual for FARC members. This manual contains the current Rules and Regulations for Financial Assistance for Emergency Medical Services, FARC contact information, 2007 Annual Report, grant cycle awards, OEMS program representative and EMS Regional Council contact information, Consolidated Grant Application Program (CGAP) on-line instructions and minutes for 2006-07. The manual also includes the grading scale, evaluation criteria, grant priority listing from the Governor's Advisory Board and a conflict of interest guideline statement. The FARC requested the pricing guide used by the OEMS Grants Unit be updated to include communications equipment.	The OEMS Grants Unit staff will make suggested edits by FARC and distribute the final manual at the EMS Symposium meeting on November 8, 2007 in Norfolk, VA. The OEMS Grants Unit staff will request input from the Transportation Committee regarding the vehicle pricing list and the communications coordinator regarding communications equipment pricing.
New Regulations Orientation	Mike Berg, the OEMS Regulations and Compliance Manager, informed FARC that the Virginia EMS Regulations, Financial Assistance for EMS, FARC were approved by the Virginia Board of Health on July 20, 2007. These Regulations have been accepted and passed by the Department of Planning and Budget and have been sent to the Secretary's office for	Awarded agencies must purchase items off the state contract, if applicable. The OEMS will post awarded state contracts on the OEMS Grants Unit

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	<p>approval. Once approved by the Secretary's office, the Regulations will seek approval from the Governor's office then become for 30 days by the Registrar's office. After 30 days the Regulations will become the final version of the Virginia Administrative Code. This process is estimated to become effective October 1, 2007. The OEMS Grants Unit staff outlined the approved version of the Regulations for the FARC noting changes such as: an OEMS approved price list, applicant eligibility, award criteria, special funding priorities, emergency grants, system initiative awards, matching levels above 50% and used equipment/vehicles. Once the Regulations have gone through the final approval process, the FARC and OEMS may establish new funding priorities with RSAF funding such as salaries for personnel. This issue was discussed among FARC with emphasis on whether RSAF should fund personnel costs, other emphasis was placed on sustainability and agency commitment once funding has been depleted.</p>	<p>webpage. The state contract information will be added to the agency award letter. However, if an agency gets a lower price on an item awarded by state contract, the agency will need prior approval from the OEMS before purchasing the funded item. All grants will continue to be graded on an individual basis, regardless of item requested.</p>
<p>RSAF Funding Priorities:</p> <p>(1) Recruitment and Retention Overview</p>	<p>The OEMS Grants Unit staff outlined the Recruitment and Retention funding priority that was added for this grant cycle. In preparing statistics from past grant cycles it was noted that approximately 40% of Recruitment and Retention grants that were submitted were denied by FARC. In discussing this priority, Recruitment and Retention examples were brought to FARC to include brochures, booth displays, newspaper ads, posters, radio ads, TV ads and recruitment trailers. FARC members are concerned about consistency among these grant applications and what information the committee should be looking for when these grant applications are submitted. One of the issues brought to the discussion by committee members was whether there have been studies conducted on Recruitment and Retention projects within Virginia or the nation. The committee members stated that hard numbers regarding recruitment and retention among grant applicants would be beneficial when grading the applications to show success within this priority. The committee would like to see success among awarded agencies regarding this priority to see if the funding awarded impacted the agency. The committee stated that without a way to measure the impact of a project, there is reservation. Some of the committee stated that certain items for this priority such as brochures and recruitment trailers were not an effective use of funding for this priority. The committee requested that the Workforce Development Committee assist FARC with making recommendations for effective Recruitment and Retention grant applications and assist FARC in evaluating funding requested for this priority in the upcoming grant cycle. Scott Winston, the OEMS Assistant Director stated that the Joint Legislative Audit and Review Commission (JLARC) conducted a study and 40% of the respondents stated they were considering leaving their agency. Gary Brown, the OEMS Director stated that after the JLARC study was completed, 20 recommendations were made in which 5 dealt with recruitment and retention projects. The Director commented that this study was approved by the General Assembly and that this is a state-wide effort that will be instituted.</p>	<p>The OEMS Grants Unit will update the office website to include examples for each funding priority OEMS grant website for each priority. The OEMS Grants Unit staff will make a request to the Workforce Development Committee to assist with Recruitment and Retention grant applications and recommend guidance for future project under this funding priority.</p>
<p>(2) Project Priority Chart - Grading Criteria</p>	<p>The OEMS Grants Unit developed a priority chart in 2004 that included priority levels when grading and recommending funding for grant applications. The priority levels included high, medium and low probability levels for EMS Equipment, EMS Management and Leadership</p>	<p>FARC recommended that the priority chart not be used by Regional EMS Councils. The OEMS grants unit will</p>

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	and Emergency Operations. It has been the practice of the Regional EMS Councils to use this priority chart when evaluating the grant applications during the RSAF grant cycles. The FARC members discussed the issues associated with using this document such as comparing different equipment uses (ex: Funding AED's vs. EZ-IOs) and other items over each other. The FARC commented that decisions on grant awards should be based on expertise and take into account the differences and demographics in each region.	email the regional councils to inform them not to use the priority charts and grade on the merits of the application.
FARC Quarterly Meeting at the EMS Symposium	The FARC quarterly meeting will take place at the EMS Symposium in Norfolk, VA on Thursday, November 8, 2007. The meeting will be held at 12:00 PM in the conference room attached to the EMS Advisory Board Council President. The meeting will outline the 12/07 grant cycle and committee members will focus on any issues pertaining to the grant applications. The OEMS Grants Unit staff will conduct a grant workshop at the Symposium entitled "Free Money" on Saturday, November 10 th from 1:30 - 3:00 PM. FARC members are encouraged to attend.	FARC members needing accommodations for this meeting need to inform the OEMS Grants Unit staff by August 31, 2007 so appropriate pre-approval travel forms can be confirmed.
2007 Fiscal Annual Report	The Virginia Department of Health 2007 Annual Report includes an RSAF overview for the fiscal year along with grant information on agency type and item funded. The report includes several categories such as percentage and dollar amount of awarded funds to governmental, volunteer and non-profit agencies and items funded by the dollar amount awarded. The items funded include the following categories: Ambulance, Equipment - ALS, Equipment - Communications, Emergency Operations, Special Projects and Training.	No further action required
Payments Processed: May-August 2007	The OEMS Grants Unit processed payments totaling \$2,500,000.00 between May and August 2007. Specifically, payments were broke down by each month to include: May – \$315,000.00, June - \$1,000,000.00, July - \$880,000.00, August - \$226,000.00.	No further action is required
Online Application Status	The OEMS Grants Unit has updated the CGAP Information and Online Application Instruction manual. The instruction manual includes a line by line explanation of each grant question along with display screens of each page outlined on the manual. FARC members requested a CD of the grant application summaries to include the affirmation and supplemental information. The OEMS Grants Unit staff commented that they would talk with the IT section to discuss downloading this information onto a CD instead of preparing paper manuals for the committee.	The OEMS Grants Unit staff will create pdf files of the grant application, affirmation page, Special Priorities Questionnaire (if applicable), Rescue Truck/Extrication Equipment Questionnaire (if applicable) and Supplemental Documentation. This will eliminate the need to prepare paper manuals.
RSAF Brochure	The OEMS Grants Unit staff has coordinated with the OEMS public information office to prepare a generic brochure for the RSAF program. Once completed, the RSAF brochure will be distributed to EMS Agencies, EMS Regional Councils, OEMS Program Representatives and any other agencies or personnel that requests this information. The RSAF brochure will outline the RSAF program, FARC, answer some frequently asked questions regarding the grant program and the \$4 for Life funding.	No further action is required
FARC Fall Tour: Peninsulas Emergency Medical Services Council:	The FARC approved that the 2007 fall tour will be in the Peninsulas Emergency Medical Services Council (PEMS) area of the Northern Neck and Middle Peninsulas. The tour will take place during October and will allow the committee to visit EMS agencies and view the	The FARC Chair will coordinate with PEMS and the OEMS program rep to set up the tour and make an itinerary.

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Northern Neck and Middle Peninsulas	success of their programs along with any current needs. Specific dates will be arranged by the end of August. The OEMS Grants Unit staff will coordinate with the Executive Director of PEMS and the OEMS program representative for final arrangements.	The tentative tour dates are October 3-5, 2007.
Old Business:	The FARC discussed a grant application from the prior grant cycle that requested funding for a communication system. This application has sought funding for two grant cycles and been denied, the first grant request was to procure an 800 MZH radio system with a single tower in a large geographic area. The second request was for the same project and included further documentation to include letters of support. The FARC requested further input on the specifics of the grant application from the OEMS communications coordinator and requested guidance from the Communications Committee regarding communications grants for future cycles. The committee members further discussed the large dollar amount associated with this request and whether agencies requesting large dollar amounts would be able to support the match requirement. Discussion occurred regarding placing a maximum level of funding for grants, specifically if numerous multi-million dollar requests are submitted during one grant cycle.	FARC requested to seek input from the communications coordinator and communications committee regarding large communication grant requests.
New Business: Grants Website Update	The OEMS grants website has been updated including information about the grants program to include: CGAP software download, CGAP CD request, information on FARC, and a powerpoint presentation of the 2007 FARC spring tour. Other updated items include the Affirmation page which has been updated to include signatures of the Authorized Agent, Fiscal Officer and the OMD. A project description and a sustainability plan have also been included on the affirmation.	No further action is required
FARC Elected Chair	The FARC Chair, Bob Brown was re-elected, this will be announced at the Governor's EMS Advisory Board (GAB).	The EMS Advisory Board President, Karen Wagner will announce the re-elected FARC Chair at the EMS Advisory Board meeting on August 17, 2007.
Adjournment	The meeting is adjourned at 4:28 PM.	